



**Meeting MINUTES**

**Thursday, December 15, 2022, 4:15 pm**  
 Public Academy for Performing Arts Campus  
 11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

Type of meeting: Community/Monthly

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Virginia Wilmerding, Staff Representative and EDAC Rep	Scheduled Guests:
2. Santana Gonzalez, Vice President	6. Isaac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	<b>Absent: Rhonda Cordova, Business Manager</b>
4. Barbara Campbell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 7/7 voting members)	Chair	4:15 pm
2. Welcome and Introductions  In attendance: Liz Roybal, Santana Gonzalez, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Carol Torrez, Tamara Lopez, Jessica Short, Phil Krehbiel, Barbara Campbell, Anaya Gonzalez (NHS Student Rep), Rumi Pecasting (Student Rep)	Chair	4: 17 p.m.
3. Approval of Agenda <b>ACTION ITEM</b>  Approved : Barbara Campbell – first, Paul Paradise– second, Roll Call vote 7/0 to Approve	All	4:19 p.m.
4. Approval of Previous Meeting Minutes (11/17/22) <b>ACTION ITEM</b>  Approved with Corrections: Barbara Campbell-First, Jessica Short- second, Roll Call vote 7/0 to Approve	All	4:30 p.m.
5. Open Forum for Public Comment (Form Required)  None		
a. Budget & Finance Committee Report <b>ACTION ITEM</b> b. November Financial Report c. BARS/Permanent Transfer <b>ACTION ITEM</b> d. POs over \$5,000 – 1 PO for Experience – Approved by roll call vote Santana Gonzalez – First, Isaac Trujillo – Second 6/0 approved  Budget and Finance Committee report was given by Phil Krehbiel. Finance Meeting on 12/15/22 was attended by Phil Krehbiel, Barbara Campbell, Rhonda Cordova, and Melanie Chavez via Zoom. Phil Krehbiel requested that all reports that are reviewed by the finance committee are included in the GC notes. Those reports are as follows: Bank statement Journal entries Bank reconciliation Balance sheet Bank register Budget expense summary	Phil Krehbiel	4:20 p.m.



<p>Comparative financial summary          Trial Balance          Monthly balance forecast report          Detailed budget to actual report          BAR history report          Purchase orders over \$5,000          Check report          Approved vendors</p> <p>APS would like for us to have a surplus at the end of the year, 8.4% must be available in the operational budget. We are currently at 6%. Rhonda will move money from other accounts to achieve this. Otherwise, we are in good shape financially.</p> <p>Phil Krehbiel requested that Paul Paradise be added to the Finance Committee: Approved.</p> <p>Barb Campbell presented the BARS (2): Approved by roll call vote: Isaac Trujillo – 1<sup>st</sup>, Paul Paradise – 2<sup>nd</sup> Roll Call Vote to approve: 7/0</p> <p>1 PO over \$5000 for Graduation – UNM for Venue</p> <p>Report was approved: Phil Krehbiel - First, Isaac Trujillo -second, Roll Call vote 7/0 to Approve</p>		
<p>6. Executive Director’s Report</p> <ul style="list-style-type: none"> <li>a. Written Report – Question was posed by Jessica Short regarding drug related suspensions. Is nicotine counted as a drug – Director reported that yes, and students are suspended for it.</li> <li>b. EDAC Report – Report given by Dr. Virginia Wilmerding – Discussed Cultural Study PD that has been happening, What to do during Assessment Week with students when they are not actively testing, Scheduling for performances at least a year in advance</li> <li>c. Out of State Travel Request – Director is requesting travel for the STARS coordinator to attend Powerschool Training: Approved: Barb Campbell – First, Santana Gonzalez – Second Roll Call Vote to approve: 7/0</li> <li>d. APS Site Visit Report</li> </ul>	Melanie Dunn-Chavez	4:33 p.m.
<p>7. Organizational Business</p> <ul style="list-style-type: none"> <li>a. GC Training to Date</li> </ul>	Liz Roybal	4:56 p.m.
<ul style="list-style-type: none"> <li>h. President’s Report – None</li> </ul>	Liz Roybal	4:57 p.m.
<ul style="list-style-type: none"> <li>i. Other Announcements/Discussion - None</li> </ul>	Liz Roybal	4:55 p.m.
<ul style="list-style-type: none"> <li>j. Executive Session to Discuss Limited Personnel Matters</li> </ul> <p>At 4:58 pm Jessica Short made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) with Liz Roybal making the second. The motion was passed with a roll call vote. Limited personnel matters were the only topic addressed. At 5:15 pm made a motion to come out of Executive Session with Barbara Campbell making the second. The motion passed by roll call vote.</p>		4:58 p.m.
<ul style="list-style-type: none"> <li>k. Adjourn</li> </ul>	Liz Roybal	5:16 p.m.



----- **Statement on Open Forum for Public Comment** -----

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- **Statement of Non-Discrimination** -----

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at (505) 830-3128 Ext. 0 at least 24 hours prior to the meeting. The Title IX Coordinator is the Executive Director.

----- **Additional Information** -----

Audit Committee – Phil Krehbiel (Chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell –8:00a.m.monthly, day of Council Meeting.  
Long-Range Planning – Lisa Miller (Chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez, Virginia Wilmerding  
Performing Arts Committee – Elizabeth Roybal (Chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez  
Policy Review Committee – Lisa Miller (Chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara CampBell, Jessica Short